

AVERT Policies & Procedures **1750**  
*Training and Drills Committee, Operations*

1.0 PURPOSE

To provide for the necessary training and continuing educational opportunities of the populations served by AVERT, and of the employees, volunteers or membership of the Corporation, on a planned and continuous basis in keeping with the corporate purposes of AVERT as specified in the Articles of Incorporation. To further specify the duties, procedures and responsibilities of the Training & Drills Standing Committee as they relate to the CERT basic and other training courses offered to the public by The Corporation.

2.0 DEFINITIONS

2.1 AVERT - Acronym for the Association of Valley Emergency Response Teams.

2.2 ERTs - Acronym for Emergency Response Teams.

2.3 BOARD - The Board of Trustees of the Association of Valley Emergency Response Teams.

2.4 ORGANIZATION - Any Member Team, District Representative, Committee or other subdivision authorized by the Board, within the State of Utah whose operations are funded by AVERT. The "organization" is the standard term to reference subdivisions of the AVERT Board. Financial policies of AVERT provide that accounting, budgeting and fixed asset information be maintained by "organization." Each AVERT subdivision is assigned a unique "organization" number.

2.5 MEMBER - A general term to mean any emergency service trained individual, business entity, municipal entity, governmental entity or Board Member that has made application to and has been accepted by the AVERT Board of Trustees. The various categories are collectively known as the MEMBERSHIP.

2.6 VOLUNTEER - A general term to mean any individual that provides services to the Corporation without receiving monetary or material compensation or any person providing services under Court ordered Community Service.

2.7 EMPLOYEE - A general term to mean any individual that provides services to the Corporation and is receiving monetary or material compensation and benefits in accordance with State and Federal Labor laws.

2.8 LOCAL TRAINING - Any training event, including a conference or workshop, which is held at a location which is 25 miles or less from the sponsoring organization's facilities.

2.9 EMPLOYEE TRAINING - Any training deemed necessary by the Training & Drills Committee or the General Manager of AVERT which insures the competency and enhances the skills of AVERT Employees or Volunteers.

2.10 REGISTRATION - A defined process by which employees, volunteers or members may reserve space in a planned training event.

2.11 BLANKET ORDER PURCHASE - The method by which FEMA or other Sponsor certified Instructors providing services to AVERT can obtain standardized training equipment and supplies for use in classes through prearranged AVERT Vendor Contacts or AVERT Service Contracts. The details of this method are specified in AVERT Policies & Procedures # 1065 - "Blanket Order Purchases".

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### 3.0 POLICY

3.1 The Training & Drills Committee shall be charged with planning, scheduling, documenting and executing all Corporate and Public training events to include employee training, member sponsored events, exercise drills and seminars which have been approved by the Board and are initially funded by AVERT.

3.1.1 The Organization shall prepare and submit for approval an Annual Training Plan complete with projected costs, projected offsetting revenues, the first quarter's schedule of classes (including dates, times and locations) and descriptions of necessary corporate vendor or service contracts. This plan must be submitted prior to, and approved at, the first Board meeting of the last quarter of the AVERT Fiscal Year.

3.1.2 The Organization will provide class schedules three (3) months in advance which include those items listed in 3.1.1 and the name and e-mail address of the Instructor. These schedules must be provided to the Record Keeping and Team Support Committees for annual reporting and web site posting, respectively.

3.1.3 The Organization will be responsible for documenting the names, addresses (including workplace, e-mail and home), contact phone numbers, safety equipment issued, test scores and/or evaluations, and class attendance of each registered student and shall submit this documentation to the Record Keeping Committee upon completion of the training event.

3.1.4 The Organization shall be responsible for the successful execution of scheduled events in that it will provide instructors, speakers, and the like as applicable to the event and perform the necessary financial accounting functions in accordance with AVERT Policies & Procedures as established by the Treasurer and the Corporate Auditor.

3.2 The Training & Drills Committee shall be composed of such general, associate or full members of the AVERT Corporation as may be required to complete the business of the Organization. Each Committee member must be recommended by the Chairperson of this Organization and must be approved by the Board in accordance with Corporate Bylaws.

3.2.1 The Chairperson of this organization shall strive to staff the committee with persons who are properly and currently certified to present training events or who are otherwise qualified by skill, education or experience to perform services for the organization.

3.2.2 Committee members shall adhere to all applicable AVERT Policies & Procedures and shall be considered to be volunteers or employees as defined in section 2.0 and as recommended to the Board by the Chairperson of this organization.

3.2.3 Committee members shall be empowered to: draft necessary AVERT Service or Vendor Contracts in accordance with policies and procedures set by the Procurement Committee, the Treasurer and the Auditor; and to submit these contracts for approval and appropriations by the Board in accordance with AVERT Policies & Procedures # 1010 - "AVERT Board Meetings".

3.3 The Training & Drills Committee shall meet as a body at least quarterly as announced and scheduled by the Chairperson of this organization. Committee members may meet separately and at other times as may be required to complete the business of this organization. ONLY the AVERT Board of Directors, the Treasurer and the Corporate Attorney may enter into legally binding Corporate Contracts or agreements unless otherwise specified by approved AVERT Policies & Procedures.

#### 4.0 PLANNING & SCHEDULING PROCEDURE

Responsibility for training is shared by the Training & Drills Committee and the Program Manager.

4.1 The Organization, in conjunction with the Program Manager, shall:

4.1.1 determine the individual and general training needs of employees, volunteers, members and the populations served by AVERT Training Programs;

4.1.2 plan and implement training programs to serve identified needs;

4.1.3 provide organizations with descriptions of the training programs available and other necessary information needed to ensure opportunity for participation;

4.1.4 assist individual organizations in identifying and selecting employees, volunteers or members who can derive benefit from further training or development;

4.1.5 ensure that training is provided on an equal opportunity basis;

4.1.6 monitor and evaluate the training programs to determine results and effectiveness.

4.2 Administrators and supervisors shall:

4.2.1 determine the individual and collective training needs of employees, members or volunteers under their supervision;

4.2.2 stimulate and encourage each employee, member or volunteer to work toward greater job effectiveness through self-education, self-improvement and self-training;

4.2.3 arrange for training in instances where necessary training needs cannot be reasonably met through self-education or through AVERT training programs, including establishing particular training requirements or programs;

4.2.4 inform the Training Manager of specialized training programs sponsored by their organizations;

4.2.5 actively support those in-service, AVERT, and external training programs that will enhance their employee's, member's or volunteer's ability to perform their duties;

4.2.6 provide each employee, member or volunteer with adequate information on the objectives, policies and procedures, and programs of AVERT, AVERT organizations, and information on available training opportunities;

4.2.7 ensure that training opportunities are provided to employees, members or volunteers without regard to race, religion, national origin, sex, age or disability.

4.3 Employees and members have the responsibility to develop their job skills and effectiveness through active participation in the training programs offered.

4.4 The cost for AVERT sponsored training shall be borne by the AVERT Organization, other general or specific funds, or on a cost recovery fee basis charged of the event's attendees, as deemed appropriate by the Board of Trustees.

4.5 All AVERT employed managers, administrators or supervisors are required to participate in management development training during each year in which they hold a supervisory position.

4.5.1 The management development training described herein shall be provided and funded by the Training & Drills Committee.

4.5.2 Whenever possible training shall be scheduled so that employees, members or volunteers can attend.

4.6 Local training (Conference/Workshop)

4.6.1 Requests for local training (conferences/workshops) must have definable benefits for the employee's, member's or volunteer's professional skills and consequently improve the productivity of AVERT organizations.

4.6.2 Employees, members or volunteers requesting to attend a local training where the cost does not exceed \$50 per event shall, in advance of the training, submit to the Administrator for approval, a letter containing the following information:

4.6.2.1 participant's name, title and payroll unit or team designation as applicable;

4.6.2.2 name/title of conference/workshop (include brochure if available);

4.6.2.3 location of conference/workshop;

4.6.2.4 registration fee;

4.6.2.5 number of training hours;

4.6.2.6 cost of training;

4.6.2.7 paid leave time requested as applicable to employees or volunteers;

4.6.2.8 benefits to the participant and AVERT of attending the conference.

4.6.3 Employees or volunteers using private vehicles to attend local training (conference/workshop) may be reimbursed for actual mileage driven on AVERT business as authorized by the Treasurer and approved by the Board of Trustees.



4.6.4 Travel to a training event which is held at a location further than 25 miles from the participant's home or office or where the cost exceeds \$50 per event, or where per diem is requested, requires Board of Trustees approval. Under those conditions that require this approval, the request shall be submitted, well in advance of the conference/workshop, to the Board of Trustees in accordance with the AVERT Policies & Procedures # 1010 - "AVERT Board Meetings".

## 5.0 DOCUMENTATION PROCEDURE

5.1 The Chairperson of the Organization, in collaboration with the Program Manager, shall prepare an annual plan of training programs and exercise drills, complete with program descriptions, projected costs, projected revenues, necessary vendor or service contracts, specific fund account needs and the schedule details (including registration fees, event locations, dates, times and instructors or presenters) for the first quarter. Subsequent quarterly schedules shall be submitted at least three (3) months in advance to both the Record Keeping and Team Support Committees.

5.2 The Annual Plan will be submitted for review and approval by the Board at the first meeting of the last quarter of each fiscal year in accordance with AVERT Policies & Procedures # 1010 - "AVERT Board Meetings".

5.3 The Organization shall maintain a database of registered attendees for each training or drill event in the plan and shall transmit these records to the Record Keeping Committee upon completion of each event in accordance with AVERT Policies & Procedures # 1050 - "Confidentiality of Personal Records".

5.4 The Organization shall obtain receipt books and other necessary forms and documents in accordance with AVERT Policies & Procedures # 1062 - "Management of Corporate Funds", in order to make change and receive payments of fees which may be charged of the event attendees.

5.5 The Organization shall prepare and submit to the Board a quarterly summary or progress report, as applicable.

5.6 The Organization shall submit an annual report of the previous year's activities and results at the first meeting of the Board of Trustees in each fiscal year.

## 6.0 REGISTRATION PROCEDURE

6.1 The Organization shall post the quarterly schedule on the "Drills & Events" page of the corporate web site and in the quarterly "Emergency Responder" Newsletter.

6.2 The Host's, Instructor's or Presenter's name, voice-mail (if available) telephone number and e-mail address shall be provided along with any registration or special fees and/or class size restrictions. For events which may require identification, the acceptable forms of identification will also be noted. Events that might require identification are those that are restricted to specified organizational groups such as Team Leaders or Corporate Employees.

6.3 Registration will be by e-mail messages within which the registrant will include the name of the event he or she wishes to attend, his or her name, mailing address, e-mail address, and contact telephone numbers.

6.4 If attendance is limited, the Organization shall make all reasonable efforts to indicate that registration is closed for the event. This includes responding to voice-mail e-mail registrations which can not be accommodated and updating web page schedules.

6.5 Pre-registration, registration or special fees may be prepaid in the forms of cash, personal check, money order, or corporate purchase order (if attendees are sponsored by an employer and if approved by the Treasurer). In any case, all payments must be receipted and deposited in accordance with AVERT Policies & Procedures # 1062 - "Management of Corporate Funds".

## 7.0 EXECUTING THE EVENT

7.1 The Organization will provide a list of authorized persons to both the Treasurer and the Vendor of materials needed for the event.

7.2 These authorized persons, having been approved by the Treasurer, will contact the vendor at least six (6) weeks prior to the event and place an order for needed materials not to exceed the limits of the Vendor Contract.

7.3 The authorized person(s) may "pick up" their filled order just prior to the event. Any prepayment funds must immediately be deposited in the Training Specific Fund Account and the authorized person(s) shall sign the vendors necessary documents.

7.4 The Vendor shall request appropriate identification upon will-call or delivery of materials and may refuse delivery to any person the Vendor suspects of engaging in fraudulent activity.

7.5 The event Host, Instructor or Presenter may transfer materials to event attendees only if all necessary fees or payments have been made and receipted to his or her satisfaction.

7.6 In cases where excess materials remain following the event, the Host, Instructor or Presenter will return said items to either the Vendor for appropriate credit, or to the AVERT Warehouse of the Procurement Committee, depending on the terms of the Vendor Contract.

7.7 The Vendor shall invoice AVERT through the Treasurer, and shall be paid in a manner consistent with the terms and conditions of the Vendor Contract.

Recommended for Approval  
Chairperson, Team Support Committee Date

Approved for adoption by the Board of Directors  
Chairperson, AVERT Board of Trustees

Date